Task Analysis & Time Estimation Sheet

Task: Estimated Time Needed to Complete Actual Time Needed to Complete Difference Between Estimate & Actual **Task:** **Task:** **Difference Between Estimate & Actual

Steps:

	Gather book, pencil, highlighters, notebook.
· -	Write heading on notes.
. –	Find the page in the book.
_	Read the headings & sub-heading & turn them into questions.
_	Read the questions at the end of the section.
-	Read the first sub-section.
-	Write the sub-section's main idea & supporting details in notes.
-	In notes, answer the question created in #4.
_	Repeat #7 and #8 for each.
).	Answer the questions in complete sentences.

Add more lines as needed.